

**CALIFORNIA BOARD OF ACCOUNTANCY**

2000 EVERGREEN STREET, SUITE 250  
SACRAMENTO, CA 95815-3832  
TELEPHONE: (916) 263-3680  
FACSIMILE: (916) 263-3675  
WEB ADDRESS: <http://www.dca.ca.gov/cba>



Due to the high volume of California applicants applying for the Uniform CPA Examination (CPA Exam), the processing of initial qualification applications typically takes eight to twelve weeks.

Submission of a fully completed application, appropriate fee, and all required documentation is mandatory. The CPA Exam Application Qualification Checklist below is provided to assist in the submission of a complete application.

## CPA Exam Application

### Qualification Checklist for First-time Applicants

Please visit the California Board of Accountancy's Web site for information regarding verification of receipt of fully completed application, fee, and educational documents.

Most educational institutions and foreign credentials evaluation services require at least one to three weeks to properly process and mail official copies of transcripts or evaluations. To ensure the timely processing of your application, the Board highly recommends that all educational documents be requested at least one month prior to the submission of your application.

Depending upon how the educational requirements are fulfilled, have the following educational documents mailed directly to the Board from the appropriate educational institution or Board-approved foreign credentials evaluation service.

- ☐ Transcripts from all U.S. colleges or universities attended.  
and / or
- ☐ Evaluation of foreign credentials.

**To Apply for the CPA Exam, please complete the following steps:**

- ☐ Create your personal Client Account via the Board's Web site.
- ☐ Complete your application using your Client Account.
- ☐ Mail signed Application Remittance Form and payment to the Board.

Once qualified, you will be sent an approval notification from the Board. The approval authorizes you to select desired exam section(s) by submitting (online) your request for an Authorization to Test (ATT).

**ATTENTION RECENT GRADUATES:** All required coursework and degree conferral must be shown on official transcripts and/or evaluations. Prior to requesting official transcript(s), please confirm with your school that all required information has been posted.

Detailed information related to the Uniform CPA Examination is contained in the **Candidate Bulletin – Information for Applicants**, which may be accessed at the following Web site:  
[www.cpa-exam.org](http://www.cpa-exam.org).